

PUBLIC INFORMATION OFFICE

# Project Request

TODAY'S DATE \_\_\_\_\_

TITLE OF PROJECT \_\_\_\_\_

NAME OF PERSON SUBMITTING THIS REQUEST \_\_\_\_\_ PHONE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

NUMBER OF BUDGET TO BE CHARGED \_\_\_\_\_

BUDGET NAME \_\_\_\_\_

SIGNATURE OF DIVISION CHAIR, DEPT HEAD OR VICE PRESIDENT \_\_\_\_\_

DATE PROJECT IS NEEDED \_\_\_\_\_

## Services Requested

- ☐ graphic design
- ☐ copywriting
- ☐ copyediting
- ☐ printing\*
- ☐ photography\*
- ☐ mail preparation\*
- ☐ ad placement\*
- ☐ web creation
- ☐ other: \_\_\_\_\_

*\*Please see important information in item number 3 at right*



FOR USE BY PIO

JOB NUMBER _____	APPROVED BY PIO _____
ESTIMATED DATE OF COMPLETION _____	HOURS CHARGED _____
ASSIGNED PROJECT MANAGER _____	

## Important! Please note:

1. Please submit your request at least three weeks before you need the project completed. More time is needed:
  - For large or complex projects
  - When PIO is unusually busy
  - When the VCT print shop is unusually busy
2. Your Project Request will be assigned a priority in PIO depending on:
  - (a) when the complete job request — including this form and all the job's component parts — is received and
  - (b) the relative importance of the project to the college's mission and goals.
3. For any ads, printing or other services purchased off campus, a Purchase Request must be processed and a field order number issued before the outside vendor can begin the work. Please allow time for this process in your planning, and call Purchasing (x4511) with any questions about payment.

**For more information, please call the  
Public Information Office at x5824**